

High School Japanese Teacher – Job Description

Position Commences: January 2026

Minimum Qualification & Experience: All applicants must hold at least a Bachelor of Education and have a minimum of five years' teaching experience.

School Overview

The Australian Independent School (AIS) Jakarta is a leading international school offering a dynamic and inclusive education from Preschool to Year 12. AIS delivers the Australian Curriculum through to Year 10 and prepares students for the International Baccalaureate (IB) Diploma Programme or a school-based pathway in Years 11 and 12. Known for its strong academic outcomes, AIS Jakarta students consistently achieve results above the world average in the IB.

AIS Jakarta celebrates diversity, welcoming students from over 30 nationalities and supporting a broad range of learning needs — from highly academic learners to those requiring additional support. The school is committed to inclusive education and prides itself on its strong differentiation practices.

Student wellbeing is a central focus at AIS, with a dedicated team and proactive programs in place to nurture each student's social, emotional, and academic growth. Restorative practices are embedded in the school culture, promoting respectful relationships, conflict resolution, and a safe, supportive learning environment for all.

The AIS Jakarta campus is modern and purpose-built, designed to enhance learning and student engagement. Facilities include three swimming pools, a full-sized football field, two multipurpose courts, state-of-the-art science laboratories, and bright, airy learning spaces and classrooms that foster creativity, collaboration, and curiosity.

With a vibrant and collaborative teaching faculty, AIS offers a supportive professional environment where educators are empowered to thrive and grow.

Role Overview

This is a part time role of approximately 8 hours / week so would ideally suit a candidate who is already living in Jakarta and already has a KITAS visa.

The **High School Japanese Language Teacher** at AIS Jakarta is responsible for delivering inclusive, engaging, and academically rigorous Japanese language instruction to **native speakers**. The program is informed by the **Australian Curriculum (Year 10)** and the **IB Diploma Programme (Japanese Literature A in Years 11–12)**.

The successful candidate will demonstrate a strong understanding of effective language acquisition strategies, differentiation for varied proficiency levels, and culturally responsive teaching. Experience with **IB Diploma Japanese Literature A** is highly desirable. This role requires

collaboration with subject coordinators, Learning Support and EAL staff, and the IB Coordinator to ensure progression, consistency, and appropriate challenge for all students across the language continuum.

Key Responsibilities

Curriculum Planning & Delivery

- Plan and deliver engaging, differentiated lessons in **Japanese Literature A**.
- Ensure alignment with the **Australian Curriculum (Year 10)** and **IB Diploma Programme Japanese Literature A** (Years 11–12).
- Develop unit and lesson plans that foster language acquisition, cultural awareness, and intercultural understanding.
- Contribute to curriculum planning and review processes in collaboration with the IB Coordinator.
- Incorporate a variety of texts, media, and digital tools to engage learners across diverse levels of fluency.

Assessment & Reporting

- Design and implement a range of formative and summative assessments tailored to the needs of both first and additional language learners.
- Align assessment practices with relevant curriculum frameworks
- Provide timely and constructive feedback to support language development, comprehension, fluency, and critical literacy.
- Maintain accurate records of student progress and contribute to formal reporting in line with school expectations.
- Participate in parent-teacher interviews to discuss student achievement and next steps.

Collaboration & Collegiality

- Work collaboratively with colleagues, including **Learning Support** and **EAL staff**, to ensure differentiated instruction for all learners.
- Participate in department meetings, curriculum planning sessions, and moderation activities.
- Share strategies and collaborate with classroom and specialist teachers to enhance language learning across the school.

Student Development & Wellbeing

- Create a safe, respectful, and inclusive classroom environment that promotes participation, confidence, and enjoyment of language learning.
- Support students' personal and academic growth through meaningful language-based learning experiences.
- Serve as a homeroom teacher or mentor, contributing to students' social, emotional, and academic development.
- Encourage a growth mindset and learner independence in both native and non-native students.

Communication & Parent Engagement

- Maintain open, respectful, and culturally sensitive communication with families regarding student learning and wellbeing.
- Engage with parents through scheduled interviews, written reports, and ongoing informal communication as required.
- Support language learning visibility through class presentations, student work displays, and school community events.

Professional Conduct & Growth

- Model a high standard of professionalism, initiative, and cultural awareness in all aspects of school life.
- Stay up to date with national and international best practices in language education, including developments in the **IB Language Acquisition and Language & Literature** programs.
- Engage in school-based professional learning and contribute to a culture of reflective practice and continuous improvement.

Contribution to School Life

- Participate in school-wide events, assemblies, excursions, cultural celebrations, and co-curricular activities.
- Contribute to cross-curricular or language-themed events that promote Japanese language and culture within the school.
- Represent the Japanese department at school functions and community events as requested.

Assistance to the Principal

- Undertake other duties as reasonably requested by the Principal, in line with the scope and responsibilities of a teaching staff member.

How to Apply

Please send the following as a **single PDF document** to:
employment@ais-indonesia.com

- A letter of expression of interest (maximum 1 page)
- A statement of your educational philosophy (maximum 1 page)
- A current CV (maximum 2 pages), including educational qualifications and professional experience
- A list of at least two current referees with email addresses and telephone numbers

Applications Close:

Friday, 12 September 2025

We reserve the right to close this vacancy early if a suitable candidate is found.

Child Protection Statement

AIS adheres to the guidelines of the International Task Force on Child Protection (ITFCP) Recommended Screening and Assessment Practices for International School Recruitment and holds ourselves to a high standard of effective recruiting practices with specific attention to child protection. AIS will hold phone or video conference conversations with at least two professional referees for all candidates before a position to teach at AIS is offered.

Our school takes Child Protection responsibilities very seriously, and all due diligence must be carried out to ensure that an applicant has 'Working with Children' clearance. Acceptable Police Checks include;

- Full Registration with an Australian State Teacher Registration Authority.
- Japanese Surat Keterangan Catatan Kepolisian.
- Australian Federal Police.
- US Teacher Accreditation.
- UK Criminal Disclosure Certificate.

Full-colour original certificates are to be provided.